Postdoc FELLOW - Position No. P0001

<Date>

<NAME>

<ADDRESS>

<ADDRESS>

Dear <NAME>:

I am very pleased to offer you a postdoctoral fellow appointment at Virginia Commonwealth University. This appointment is a full-time position in the <DEPARTMENT, SCHOOL>. Your salary for this position will be <SALARY> for the period beginning <DATE> through <DATE>. The salary is established in accordance with VCU Guidelines. The appointment is only for the period indicated but, contingent upon satisfactory performance and the availability of funding, may be renewed annually. However, postdoctoral appointments cannot exceed a total of five years for all combined years of institutional training. The funding for your position is <secure for the period of your appointment > or <secure until date> or <dependent upon extramural sources>.

This offer includes health insurance coverage in <insert the plan that you are offering and at what level {individual, spouse, child or family}>. The health insurance plan includes a $10,000 life insurance policy. You may enroll in the Tax Deferred Annuity (TDA) program through Human Resources but there will be no cash-match from the University. You are eligible for 20 days of paid leave per appointment year in addition to designated University holidays. These benefits terminate when your postdoctoral appointment ends.

**You are required to attend an orientation meeting with Ms. Andrekia Branch, Coordinator of Postdoctoral Services, before the end of the first week of your postdoctoral appointment.** Contact Ms. Branch (aebranch@vcu.edu) to set an appointment. Failure to attend an orientation session with Ms. Branch in a timely manner may result in a delay in your pay. You are also required to take a course in responsible conduct of research within the first year of your appointment. Ms. Branch will go over the details of this requirement during the orientation.

[For international postdocs on visas only] Please note that this offer is contingent upon a valid visa status and satisfactory verification of employment eligibility.

The terms and conditions of your appointment are set forth in VCU’s Postdoctoral Policies and Procedures. http://www.research.vcu.edu/postdoc/postdocpolicy.pdf

During your appointment you will enter an advanced training period designed to enhance your career development. You will participate on several projects <describe>. This training period is conducted under the mentorship of <VCU faculty member name>. We will finalize your assignment when you arrive at VCU.

If you have any concerns or questions about your appointment, please contact <Dr. >, your faculty sponsor. If this appointment is acceptable to you, please sign and return the original of this Appointment Letter to our office as soon as possible.

I hope that your association with Virginia Commonwealth University is pleasant and rewarding.

Cordially,

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PI Name CHAIR’S NAME

Title ,<DEPARTMENT> Chair, <DEPARTMENT>

**I AGREE TO THE TERMS AND CONDITIONS OF THIS CONTRACT AND HEREBY ACCEPT THIS APPOINTMENT.**

This offer is not valid unless signed.

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Signature Date